

## SCHEME OF WORK APPLICATION FORM

For each ITEC qualification, the Lecturer/centre must complete Scheme of Work for each unit indicating how the Lecturer is planning to cover the ITEC syllabus throughout the course

Set out the planned sessions in terms of *Learning Outcomes* to be achieved. These should match those stated within the ITEC syllabus for each unit. Include all units of each course offered. Hours should meet the minimum guided learning hours listed within the syllabus

**Unit Title: Unit 869 – Apply Prosthetic Pieces and Bald Caps**

**Lecturer(s) responsible:**

**Total contact tuition hours proposed: 40**

| Learning Outcomes   | Lecture Content   | Suggested Resources  | Approx Hours |
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| <b>Introductory session</b>   | College rules and regulations<br>College mission statement<br>ITEC rules and regulations<br>Health & Safety<br>Timetable<br>Dates – holidays etc.<br>Syllabus<br>Recommended books<br>Uniform   | Lecture<br>Q&A<br>Using all the documents listed to ensure the students understand the college expectations and their commitment to the course |              |
| <b>1. Be able to prepare for the application of small prosthetic pieces and bald caps</b>   |   |  |              |
| <p>Agree the design brief requirements</p> <p>Prepare the skin and hair for prosthetic application</p> <p>Perform skin tests and take action in the event of adverse reaction</p> <p>Check for known skin allergies and compatibility of cosmetic ingredients and adhesives</p> | <p>• Client requirements • Cap plastic to be used (vinyl/latex/silicone) • Size bald cap (s/m/l) • Time-frame • Face chart • Character design</p> <p>• Select appropriate products • Use correct techniques • Prepare skin • Apply acetone/astringent to hair-line • Prepare working area • Equipment • Work wear • Personal appearance and behaviour • Hygiene e.g., sterilising/sanitising tools and equipment • Procedures used to prepare client for treatment • Client care</p> <p>• 48 hour patch test • Immediate removal of cosmetic product • Application of cool compress • Referral procedures</p> <p>• Products • Cap plastic • Latex • Silicone • Other rubber • Acrylic • Spirit gum • Spirit gum remover • Acetone • IPA 100% • Hair gel • Talc • Check for contraindication</p> | <p>OHP/Whiteboard<br/>Lecture<br/>Q&amp;A<br/>Homework<br/>Test</p>  | 5            |

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| <p>Position the performer correctly to achieve desired effects and minimise discomfort</p> <p>Communicate professionally and explain the application stages to the performer</p>   | <ul style="list-style-type: none"> <li>• Ensure the client is comfortable and correctly supported and seated • Bald cap artist to maintain correct posture/stance throughout treatment</li> <li>• Face chart • Application procedure</li> <li>• Positive body language • Professionalism</li> <li>• Contraindications and contra-actions</li> <li>• Consent • Confidentiality • Positioning of client • Client signature</li> </ul>   |   |    |
| <b>2. Be able to apply small prosthetic pieces and bald caps</b>   |   |   |    |
| <p>Apply adhesives using correct application to ensure durability and mobility</p> <p>Select the appropriate block release agents, sealers and adhesives removers</p> <p>Apply prosthetics to meet design briefs</p> <p>Apply the correct make-up to the prosthetic to meet the design brief</p> <p>Apply prosthetics to meet the requirements of the production schedule</p> <p>Apply and remove prosthetics using techniques to minimise discomfort to the performer</p> | <ul style="list-style-type: none"> <li>• Spirit gum • Adhesive brushes • IPA 100% (or Acetone) • Sponges • Q-tips • Powder</li> <li>• Modelling tool • Bald cap</li> <li>• Head block • T-pin • Powder puff • Talc</li> <li>• Spirit gum • Acetone • IPA 100% • Q-Tip</li> <li>• Spirit gum remover • Treatment plan</li> <li>• Select appropriate tools, products and techniques • Size and outline cap • Cut bald caps • Health and safety</li> <li>• Character design • Treatment plan • Mood board • Client requirements • Size (s/m/l) • Time-frame</li> <li>• Colour corrector • Stipple sponge • Skin Illustrator • Rubber mask palette • Airbrush make-up • Powder • Bald cap • Prosthetic pieces • Palette tray • Brushes • Powder puff • Treatment plan</li> <li>• Time-frame • Sequence of filming</li> <li>• Environment • Changes to production schedule</li> <li>• Products and techniques • Bald cap artist to maintain correct posture/stance throughout</li> <li>• Ensure client is comfortable and correctly supported • Remove T-pin from head block</li> <li>• Remove/ease cap off • Size with non-permanent marker • Cut/size ear area with scissors • Fit • Adhere with spirit gum</li> <li>• Modelling tool • Prosthetic pieces</li> <li>• Adhesive brushes • Palette tray • Extra mild spirit gum remover • Make-up • Powder</li> <li>• Stipple sponges • Colour corrector • Hair gel</li> <li>• Water spray bottle • IPA 100% hair pins</li> <li>• Comb • Q-tip • Acetone • Tissue • Cold compress • Ventilate area • Fan</li> </ul> | <p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout:</p> <p>Homework</p> <p>Test</p> | 20 |

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| <b>3. Be able to maintain records, store and clean prosthetics and equipment</b>   |   |  |   |
| <p>Store prosthetics correctly</p> <p>Maintain records of the formula, procedure and process for future replication</p> <p>Use appropriate materials and techniques to clean tools and equipment</p> | <ul style="list-style-type: none"> <li>• COSHH cupboard</li> <li>• Maintaining records • Aftercare • Home care</li> <li>• Product advice • Concluding the treatment in the correct manner to meet client's requirements</li> <li>• Surgical spirit • Acetone • Spirit gum remover tips • Sanitizer • Steriliser • Spirit gum remover • Extra mild spirit gum remover</li> <li>• Acetone • Q-tips • Tissues • Sanitizer</li> <li>• Sterilising fluid</li> </ul>  | <p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout</p> <p>Homework</p> <p>Test</p> | 5 |
| <b>4. Understand the requirements of a design brief</b>  |   |  |   |
| <p>Identify the features and characteristics of the required prosthetics for the performers' roles</p> <p>Describe the importance of time management and working within a budget</p>                 | <ul style="list-style-type: none"> <li>• Character design • Completed face charts, design and mood boards prior to application of bald cap and prosthetic pieces • Client requirements • Portfolio of evidence</li> <li>• Ventilation • Fan • Equipment • Techniques</li> <li>• Collate evidence for research purposes</li> <li>• Time-frame • Sequence of production</li> <li>• Budget constraints</li> </ul>  | <p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout</p> <p>Homework</p> <p>Test</p> | 5 |
| <b>5. Understand procedures for safe application and removal of prosthetics</b>  |   |  |   |
| <p>Explain safe and hygienic working practices</p>   | <ul style="list-style-type: none"> <li>• Correct application techniques and removal</li> <li>• Fire evacuation procedures • First Aid provision • Regular review of safe working practices • Product safety • Manufacturers' instructions • Legislation • Environment • Fire Precautions Act • Health &amp; Safety at Work Act</li> <li>• Health and Safety (First Aid) Regulations</li> <li>• The Management of Health &amp; Safety at Work Regulations • The Workplace (Health, Safety &amp; Welfare) Regulations • The Manual Handling Operations Regulations • The Personal Protective Equipment at Work Regulations • The Provision and Use of Work Equipment Regulations • The Control of Substances Hazardous to Health Regulations (COSHH) • The Electricity at Work Regulations • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) • Disability Discrimination Act</li> <li>• Data Protection Act</li> </ul> | <p>OHP/Whiteboard</p> <p>Lecture</p> <p>Q&amp;A</p> <p>Handout</p> <p>Homework</p> <p>Test</p> | 5 |

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| Describe possible adverse skin reactions to products and cosmetic ingredients                                   | <ul style="list-style-type: none"> <li>• Watery eyes • Excessive erythema • Skin irritation • Itching • Urticaria</li> </ul>   |  |  |
| Explain the known contraindications that can prevent or restrict the application of prosthetics                 | <p><b>Contraindications that restrict treatment:</b></p> <ul style="list-style-type: none"> <li>• Allergies • Fever • Contagious or infectious diseases • Under the influence of recreational drugs or alcohol • Diarrhoea and vomiting</li> <li>• Any known allergies • Eczema</li> <li>• Undiagnosed lumps and bumps • Localised swelling • Inflammation • Cuts • Bruises</li> <li>• Abrasions • Scar tissue (2 years for major operations and 6 months for a small scar)</li> <li>• Sunburn • Hormonal implants • Urticaria</li> <li>• Recent fractures (minimum 3 months)</li> <li>• Sinusitis • Neuralgia • Migraine/ Headache</li> <li>• Hypersensitive skin • Botox/ dermal fillers (1 week following treatment) • Hyperkeratosis</li> <li>• Skin allergies • Trapped/pinched nerve affecting the treatment area • Inflamed nerve</li> <li>• Conjunctivitis • Styes • Hay fever • Watery eyes • Blepharitis</li> </ul> <p><b>Contraindications requiring medical permission – in circumstances where medical permission cannot be obtained clients must sign an informed consent form stating that the treatment and its effects have been fully explained to them and confirm that they are willing to proceed without permission from their GP:</b></p> <ul style="list-style-type: none"> <li>• Medical oedema • Nervous/Psychotic conditions • Epilepsy • Recent facial surgery affecting the area • Diabetes • Skin cancer</li> <li>• Slipped disc • Undiagnosed pain • When taking prescribed medication</li> </ul> |  |  |
| Describe the appropriate action to take in the event of adverse skin reaction                                   | <ul style="list-style-type: none"> <li>• Immediate removal of cosmetic products/adhesives • Application of cool compress • Referral procedures</li> </ul>  |  |  |
| Describe the importance of safe storage of chemicals, solvents and flammable materials                          | <ul style="list-style-type: none"> <li>• The Control of Substances Hazardous to Health Regulations (COSHH) • Manage risk</li> <li>• Manage hazards • Assess products</li> <li>• Cosmetic Products (Safety) Regulations</li> </ul>  |  |  |
| Describe the importance of the correct disposal of materials used in the application and removal of prosthetics | <ul style="list-style-type: none"> <li>• Dispose of all waste materials according to all manufacturer's guidelines</li> </ul>  |  |  |